



UNITED STATES MARINE CORPS
U. S. MARINE CORPS FORCES, CENTRAL COMMAND
7115 S. BOUNDARY BLVD
MACDILL AFB, FL 33621-5101

COMUSMARCENTO 5215

G-1

JUN 01 1964

COMUSMARCENTO 5215

From: Commander

To: Distribution List

Subj: "MUST HOLD" LIST OF NAVY DIRECTIVES

Ref: (a) NAVPUBINST 5215.3

Encl: (1) "Must Hold" List of Navy Directives for Reporting
Level Administration

1. Purpose. To establish a "must hold" list of Navy directives for this Headquarters and subordinate units, and to establish procedures for notifying this Headquarters when additional mission-essential directives may be required.

2. Information. The Central Files Section, Adjutant Branch maintains a library of Navy directives for MARCENT to assist any unit/section requiring a directive not maintained on their "must hold" list. The Navy directives are available for temporary use by the units/sections for matters of an unusual, non-routine nature.

3. Action. Activity heads maintaining Navy directives will:

a. Review their Navy directives currently held to ensure they retain, where applicable, those directives listed on the enclosure.

b. Provide a listing of Navy directives determined to be mission-essential to the Commander, U.S. MARCENT for adjudication. This should be updated as requirements change.

c. Prepare and maintain their own "must hold" list within their files.


d. Destroy all other Navy directives not required regardless of distribution.

"MUST HOLD" LIST OF NAVY DIRECTIVES FOR REPORTING UNIT LEVEL
ADMINISTRATION

| <u>ORIGINATOR</u> | <u>SSIC</u> | <u>SUBJECT</u> | <u>DATE</u> |
|-------------------|-------------|---|-------------|
| SECNAV | 1650.1G | Navy and Marine Corps Awards Manual | 020107 |
| OPNAV | 5112.6C | DON Postal Instructions | 980608 |
| SECNAV | 5210.11D | DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC) | 871020 |
| SECNAV | 5212.5D | Navy and Marine Corps Records Disposition Manual | 980422 |
| SECNAV | 5216.5D | DON Correspondence Manual | 960829 |
| SECNAV | 5370.5B | DOD/Hotline Program | 041124 |
| SECNAV | 5510.30A | DON Personnel Security | 990310 |
| SECNAV | 5720.42F | DON Freedom of Information Act (FOIA) Program | 990106 |
| JAG | 5800.7C | Manual of the Judge Advocate General (JAGMAN) | 901003 |

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e. Comply with reference (a) for requisitioning Navy directives and for requesting deletion from Navy distribution, as needed.



G. S. SUPNICK
Chief of Staff

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